

Change Preferred Name

Description

Task: Update your preferred name on your worker profile.

Who Perform this Task?: All employees.

To update your preferred name...

1. From the **Home** page, click the **Personal Information** worklet.
2. Click the **Preferred Name** hyperlink.
3. On the **Change My Preferred Name** page, click the **Use Legal Name As Preferred Name** checkbox to deselect (uncheck) it.



Information: The fields below open, allowing you to type information into them.

4. Enter the preferred name, including information in any required fields (marked with a red star).
5. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Cancel** to cancel the process and start at another time.

NOTE: Return to the **Change My Preferred Name** page in your profile to update the information.



Information: Your change will need to be approved by your Agency HR staff before it displays on your worker profile

6. Click the **Done** button.
7. The System Task is complete.